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CLANDESTINE SERVICE SUPPORT OFFICERS' MEETING

DDS Conference Room

1 November 1972

1. Present were:

[Redacted]

2. Items of interest from the DD/P Staff Meeting - 1 November.

a. [Redacted] Mr. Karamessines noted that [Redacted] has recently undergone two major operations but will be released from the hospital soon for two weeks recuperation at home. After that he will be at work on a part-time basis for the balance of his recovery.

b. Suggestion Awards. Mr. Karamessines was pleased to give to four component chiefs (FE, ISD, TSD and OPSEB) approved suggestions for which awards have been made. The Component Chiefs were asked to present the awards in an appropriate ceremony.

c. Mid-Career Course. Mr. Karamessines spoke of his practice of meeting with CS officers immediately following their attendance at this course. He was pleased to report that the DDP portion of the last course was judged by CS officers to have been the best of the presentations. Mr. Karamessines said the formula for DDP's portion is excellent and he wishes to stay with it, with the same personnel to the extent possible. He gave his thanks and congratulations to those who participated.

3. Items of interest from the DD/S Staff Meeting - 31 October.

a. Report on Senior Secretaries' Course.

(1) Mr. Coffey, in introducing [Redacted] recalled that several months ago the Director of Training had focused on training for secretaries - especially "senior secretaries." Mr. Cunningham said then that action would be taken to develop a productive and suitable course for "senior secretaries." Last week the first course for "senior secretaries" was run. By all accounts, "it was a tremendous success." Mr. Coffey said, "We were fortunate in having [Redacted] as a student in the course."

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(2) [ ] said that the name of the senior secretaries' course is Office Management. It is a three-day course. This first running was at the [ ] facility [ ] "Like it or not," said [ ] "senior secretaries are asked to manage something." [ ] said that the objectives of the course concerned: management of your own office; effective employment of communications skills; and recognizing the importance of interpersonal relations both with the supervisor and other employees.

(3) [ ] said she came away with a renewed sense of pride in the Organization. She also said that she was impressed with her fellow students. [ ] said that the three days were a mind-stretching exercise. She said that, as the course progressed, she was able to identify better her own strengths and weaknesses. [ ] said that during the three days involved, two words, "Women's Lib" did not come up.

(4) [ ] gave a presentation on "The Agency Today." He discussed the Agency and community organizationally and functionally. [ ] presentation was very helpful. Some students had not received such a briefing since entering on duty.

(5) After hearing several guest speakers, the last formal speaker during the course was the Director of Logistics. His topic was "An Executive's Viewpoint of a Professional Secretary's Role." [ ] summarized Mr. Blake's presentation as follows:

Qualities of an Executive Secretary

- (a) Commitment
- (b) Develop a Sense of Interpersonal Relationships
- (c) Ability to Professionally Discriminate
- (d) Perceptive
- (e) Sense of Public Relations
- (f) Honest Forthrightness
- (g) Discreet
- (h) A Feminine Person (grooming, language, compassion)
- (i) Sense of Humor

What She Can Expect From the Executive

- (a) Respect
- (b) Communications
- (c) Consultation
- (d) Recognition

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b. Progress Report on Consolidated Federal Campaign. Mr. Fisher said that we are about half way through the campaign. At this time the Agency has reached 22 percent of its dollar goal. By Directorate, the percents of dollar goal achieved to date are:

O/DCI	15+%
DDS	30+%
DDP	18+%
DDI	18+%
DDS&T	26+%

For the Agency to date, people have given \$2,850. to EAF and \$2,470. to PSAS. People in the DDS&T and DDP are giving more to EAF than PSAS. In the DDI, it is about even. In the O/DCI, it's dead even - \$81 to EAF and the same to PSAS.

Mr. Coffey mentioned again that people could specify that their contribution to the EAF go for the Matthew Baird Scholarship Fund.

4. Other items of interest.

25X1 a. Career Intelligence Medal. Today at noon Mr. Coffey presented [redacted] with the first Career Intelligence Medal of the Agency. Gil retired this past June and said he probably will stay in this area.

25X1 b. Meeting with the DDCI. [redacted] is the second "S" officer to meet and chat with the DDCI at the end of an assignment. Larry was [redacted] C/S and is now DC/S/OER.

25X1 c. [redacted] This is the new routing indicator for Credit Union matters. [redacted] which applies to Office of Personnel activities generally, has been overloaded with C. U. matters, hence the assignment of the new indicator just for C. U. correspondence. A book dispatch will be prepared.

25X1 d. ACT-1. OC is hopeful that the Automated Communication Terminal will be in operation by 1 January 73. At that time the new optical scanner will become operative which will require outgoing cables to be prepared with the special type face on a new form. The new cable form has been ordered and is due in before the end of the year. As you've heard before, the scanner requires almost perfect copy so we urge your typists continue to gain expertise with the new system.

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e. Cable Coordination. Mr. Karamessines has observed the practice of some components placing 5x8 inch index cards under the yellow Official Routing Slip (Form 237). The purpose of this has been to prevent impressions being made on the yellow carbon of the cable form by those persons initialing the Form 237. Since it poses no problem to the Cable Secretariat or the Signal Center to have odd markings on the yellow carbon, Mr. Karamessines requests the practice be discontinued. In the process we'll save the 5x8 cards for the use for which they are intended.

f. Health Insurance. The Civil Service Commission has approved an increase in the Association Benefit Plan effective the first pay period following 1 January 73. The biweekly employee contribution for Self and Family will increase from \$8.81 to \$10.28. Self Only will increase from \$3.15 to \$3.64. For comparison purposes, AETNA will be \$12.88 and \$5.26 (high option) and Blue Cross \$14.11 and \$5.91 (high option).

g. Administrative Plans. During the past few weeks, we have had several indications that the ExDir-Comp's office has reservations about the procedures for coordinating administrative plans for projects. To assure that we meet top management's requirements, it is requested that admin plans in the final draft and prior to formal coordination be discussed with C/MPS/BG. [redacted] will review quickly and then return for final typing. We hope that this will eliminate some problems which have arisen.

h. Shipment of Foreign POV's.

(a) The House of Representatives Committee on Appropriations, in approving the DOD Appropriation Bill for FY 1973, objected strenuously to DOD's policy of authorizing the shipment of foreign made, foreign purchased POV's back to the US effective 1 July 1972. But, "In order to preclude an injustice with respect to individual service members, the Committee has included funds in the bill to finance this change in policy through December 31, 1972, at which time DOD is directed to return to the previous policies with respect to the shipment of foreign automobiles and household goods." The House of Representatives Conference Report on FY 1973 appropriations for State and several other agencies provided "the conferees are agreed that all Departments and agencies covered by this Act are to follow the restrictions placed upon the Department of Defense relative to the payment of shipping charges on foreign-made automobiles purchased in foreign countries by U.S. personnel."

(b) State Telegram 193258 of 24 October 1972 was the first step of State's implementation of the change. (We have given you copies.) A book cable is being coordinated which will advise all concerned the Agency probably must adopt the same policy and will provide interim guidance.

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